

# **GUIDELINES & RESOURCES for PERFORMANCE MANAGEMENT**

**Agencies are encouraged to provide:**

## **Format Training**

- **Purpose** – to provide supervisors with knowledge and understanding on the:
  1. system and templates
  2. 4 rating levels and their definitions
  3. performance standards and their definitions (optional is a tutorial of the Employee Appraiser)
- **Resources** – online resources through the Division of Human Resources website, [www.dhr.idaho.gov/HRInfo/PerformanceManagement.aspx](http://www.dhr.idaho.gov/HRInfo/PerformanceManagement.aspx)

## **Process Training**

- **Purpose** – to provide supervisors with knowledge and skill building to:
  1. develop performance expectations that align with agency goals
  2. give employees feedback & coaching on day-to-day performance to keep performance on track
  3. use rating guides and rate employees to ensure fairness and consistency
  4. develop and deliver the annual performance review to maximize employee motivation

Agencies should provide training that is a minimum of 4 hours of instruction, including practice applying the concepts above. It is more than a briefing, and allows participants to discuss and develop skills.

- **Resources** – Performance Management Online, [www.pte.idaho.gov/Training/PerformanceManagement/Overview.asp](http://www.pte.idaho.gov/Training/PerformanceManagement/Overview.asp)

**Supervisors meet the requirement of process training if, within the last 5 years, they have completed:**

- A Performance Management workshop offered through DHR
- An agency Performance Management workshop that included above content
- Performance Management Online (noted above)
- PTE-sponsored Applied Leadership: Supervision Level 2 through an Idaho technical college
- The CPM program or completed CPM Level 3
- An external performance management workshop that included above content